

STATE PERSONNEL BOARD CALENDAR



JANUARY 28, 2004

SACRAMENTO, CALIFORNIA

State of California

Memorandum

DATE: January 16, 2004

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD -- Appeals Division

SUBJECT: Notice and Agenda for the January 28, 2004, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on January 28, 2004, at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the January 28, 2004 meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, CA 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Notice and Agenda
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January 16, 2004

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

TAMARA LACEY
Secretariat's Office

Attachment

CALIFORNIA STATE PERSONNEL BOARD MEETING*
801 Capitol Mall
Sacramento, California

Public Session Location - Room 150

Closed Session Location - Room 141

MID-MONTH MEETING AGENDA**

January 28, 2004

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

- 9:00 - 9:30 1. ROLL CALL
2. REPORT OF THE EXECUTIVE OFFICER
- Report of Laura Aguilera
Interim Executive Officer
State Personnel Board
3. REPORT OF THE CHIEF COUNSEL
4. NEW BUSINESS
(Items may be raised by Board Members for
scheduling and discussion at future meet-
ings.)
5. REPORT ON LEGISLATION

* Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

** The Agenda for the Board can be obtained at the following Internet address: <http://www.spb.ca.gov/calendar.htm>

CLOSED SESSION OF THE STATE PERSONNEL BOARD

9:30

6. DELIBERATION ON ADVERSE ACTION, DISCRIMINATION COMPLAINT, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES
Deliberations on matter submitted at prior hearing, on proposed decisions, petitions for rehearing, rejected decisions, remanded decisions, submitted decisions, and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]
7. PENDING LITIGATION
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code Sections 11126 (e) (1), 18653.]
8. RECOMMENDATIONS TO THE LEGISLATURE
Deliberations on recommendations to the Legislature. [Government Code Section 18653.]
9. RECOMMENDATIONS TO THE GOVERNOR
Deliberations on recommendations to the Governor. [Government Code Section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

On Adjournment:

10. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF FEBRUARY 10 -11, 2004, IN SACRAMENTO, CALIFORNIA

BOARD ACTIONS

11. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF JANUARY 13, 2004
12. ACTION ON SUBMITTED ITEMS
(See Agenda Page 18)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those cases are listed separately by category on this agenda under Evidentiary Cases.

13. EVIDENTIARY CASES

The Board Administrative Law Judges conducts Evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These cases have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

RICHARD COELHO, CASE NO. 02-1796R
Appeal from constructive medical
termination
Fish and Game Warden
Department of Fish and Game

CYNTHIA GEORGE, CASE NOS. 02-4017 & 03-
1058
Appeal from a two week and a
three week suspension
Administrative Law Judge

B. CASES PENDING

- Oral Arguments

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS

- Court Remands
These cases have been remanded to the Board by the court for further Board action.

NONE

- Stipulations
These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

- Proposed Decisions
These are ALJ proposed decisions submitted to the Board for the first time.

BENJAMIN ALEJANDRO, CASE NO. 03-2495
Appeal from dismissal
Janitor
Department of General Services

DONALD ATKINS, CASE NO. 03-1448
Appeal from five percent reduction
in salary for six months
Correctional Officer
California State Prison, San Quentin
Department of Corrections at San Quentin

VICKI LEE BERG, CASE NO. 03-2898
Appeal from five percent reduction
in salary for six months
Correctional Officer
High Desert State Prison, Susanville
Department of Corrections

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LANE CALDWELL, CASE NO. 03-3130
Appeal from five working days suspension
Fire Captain
Department of Forestry and Fire
Protection

STEPHANIE COOKE, CASE NO. 03-2904
Appeal from dismissal
Office Assistant (Typing)
Employment Development Department

ROSIE L. DASHIELL, CASE NO. 03-2279
Appeal from dismissal
Public Safety Dispatcher I
California Highway Patrol

LEON DAVIS, CASE NO. 03-2084
Appeal from 30 calendar days suspension
Correctional Officer
California State Prison, San Quentin
Department of Corrections

COLLEEN FOLTZ, CASE NO. 03-3038
Appeal from two work days suspension
Family Assistance Representative II
Human Services Agency

KEVIN FRAZIER, CASE NO. 03-0736
Appeal from a one step reduction in
salary for six months
Correctional Officer
California State Prison, San Quentin
Department of Corrections

ANTHONY GILLESPIE, CASE NO. 03-2498
Appeal from ten percent reduction in
salary for twelve months
Service Assistant (Janitor)
Department of Veterans Affairs

LESTER HORNER, CASE NO. 03- 03-0872
Appeal from five percent reduction
In salary for three months
Caltrans Equipment Operator II

DONNA MARTINEZ, CASE NO. 03-2232
Appeal from dismissal
Material & Stores Supervisor I
Central California Women's Facility,
Department of Corrections

DANIEL McBRIDE, CASE NO. 03-0907
Appeal from five percent reduction in
Salary for four months
Tax Technician II
Board of Equalization

DONNA OVERLEY, CASE NOS. 02-0251B & 02-0995B
Appeal for determination of back salary,
benefits and interest
Office Assistant
California State Prison, Corcoran
Department of Corrections

ARNOLD ROPER, CASE NO. 03-2532
Appeal from dismissal
Employment Program Representative
Employment Development Department

PHUONG VU, CASE NO. 03-1145
Appeal from dismissal
Transportation Engineer (Civil)
Department of Transportation

JOHNNIE WALKER, JR. CASE NOS. 02-4021
Appeal from dismissal
Office Assistant
Department of Transportation

- Proposed Decisions Taken Under Submission At Prior Meeting
These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

- Proposed Decisions After Board Remand

BEVERLY A. WILSON
Appeal from dismissal
Administrative Support Assistant II
California State University, Carson

- Proposed Decisions After SPB Arbitration

NONE

E. PETITIONS FOR REHEARING

- On ALJ Proposed Decisions Adopted By The Board

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

JACQUES HIRSCHLER - CASE NO. #02-1276
Appeal from Dismissal
Chief Medical Officer
Deuel Vocational Institute - Tracy
Department of Corrections
Petition for rehearing filed by
Respondent to be granted or denied

CHRISTINA SALAZAR, CASE NO. 99-5136
Appeal from reasonable accommodation
Disability Insurance Representative
Employment Development Department
Appellant to be granted or denied

JAMES C. WHITE, Case No. 03-1248
Appeal from demotion
Caltrans Maintenance Supervisor
Department of Transportation
at Redding
Petition for rehearing filed by
Appellant to be granted or denied

- On Whistleblower Notice of Findings
The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

DORYANNA ANDERSON-JOHNSON, CASE NO.
00-1687

Appeal from denial of reasonable
accommodation
Correctional Lieutenant
California Rehabilitation Center - Norco
Department of Corrections

SAMUEL BRYANT, CASE NO. 00-4238

Appeal from dismissal
Youth Correctional Officer
Department of Youth Authority

RANDALL DODSON, Case No. 03-1587
Appeal from non-punitive termination
Caltrans Equipment Operator I
Department of Transportation

RAYMOND ERNANDEZ, CASE NO. 01-4251
Appeal from five percent reduction in
salary for six months
Correctional Officer
California Institution for Men - Chino
Department of Correction

FRANK GARCIA, CASE NO. 03-1906

Appeal from Dismissal
Caltrans Highway
Maintenance Worker
Department of Transportation

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DONALD HERMANS, CASE NO. 03-0384
Appeal from dismissal
Correctional Officer
California State Prison - Lancaster

THEODORE HUGHING
Appeal from Medical
Termination/Demotion/Transfer
Food Service Supervisor I
Department of Developmental Services

MARY HUTTNER, CASE NO. 02-1690
Appeal from demotion
Staff Services Manager I to the
position of Associate Health Program
Advisor (top step)
Department of Health Services

CONNIE JOHNSON, CASE NO. 03-2620
Appeal from 30 calendar days suspension
Employment Program Representative
Employment Development Department

MAMIE JONES, CASE NO. 02-4441
Appeal from ten percent reduction in
Salary for five months
Dispatcher Clerk
Department of Transportation

PAUL H. KEMP, Case No. 01-2841
Appeal from dismissal
Teacher Assistant - Youth Correctional
Reception Center and Clinic - Sacramento
Department of the Youth Authority

NEIL MADDEN, CASE NO. 03- 1682
Appeal from five percent reduction
in salary for three months
Correctional Officer
Centinela State Prison - Imperial
Department of Corrections

CHRISTOPHER MIRAMONTES, CASE NO. 03-2299
Appeal from five percent reduction in
salary for six months
Special Agent
Department of Corrections

NANCY SEARS, CASE NO. 02-2444
Appeal from two step reduction in salary
for 12 months and transfer/reassignment
Parole Agent I (Adult Parole)
Department of Corrections - Sacramento

ELANGO VAN SITTRAMBARAM, CASE NO. 03-2401
Appeal from suspension for six months
Student Administration Technical
Programmer/Analyst
California State University - Long Beach

NANCY VALENTINO, Case No. 03-0699
Appeal from dismissal
Psychiatric Technician
Department of Developmental Services

BOBBY WANG, CASE NO. 02-2684
Appeal from dismissal
Motor Vehicle Field Representative
Department of Motor Vehicles

BEVERLY WILSON, CASE NO. 03-1150
Appeal from dismissal
Administrative Support Assistant II
California State University

14. RESOLUTION EXTENDING TIME UNDER GOVERNMENT
CODE SECTION 18671.1 EXTENSION
(See Agenda Page 21)

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a
managerial staff member of the State
Personnel Board or investigated by
Appeals Division staff. The Board will
be presented recommendations by a Staff
Hearing Officer or Appeals Division staff
for final decision on each appeal.

JOSE DE LA TORRE, CASE NO. 03-0799
Classification: Correctional Officer
California Department of Corrections

YVONNE FERNANDEZ, CASE NO. 03-0779
Classification: Correctional Officer
California Department of Corrections

FERNANDO FIGUEROA, JR., CASE NO. 02-3487
Classification: Correctional Officer
California Department of Corrections

ALISE FREY, CASE NO. 03-0745
Classification: Correctional Officer
California Department of Corrections

BENNY HAMILTON, CASE NO. 03-1559
Classification: Correctional Officer
California Department of Corrections

THOMAS KEEHBAUCH, CASE NO. 03-1218
Classification: Correctional Officer
California Department of Corrections

LATRESE KING, CASE NO. 03-1052
Classification: Correctional Officer
California Department of Corrections

ARIANNE KOZNEK, CASE NO. 03-0421
Classification: Cadet, CHP
California Highway Patrol

DAVID LOPEZ, CASE NO. 03-0718
Classification: Correctional Officer
California Department of Corrections

DAVID NEWTON, CASE NO. 03-1598
Classification: Hospital Police Officer
California Department of Mental Health

BRANDON PELSMAEKER, CASE NO. 03-1047
Classification: Cadet, CHP
California Highway Patrol

SHARIE SATTERFIELD, CASE NO. 03-0838
Classification: Key Data Operator
State Personnel Board

DWIGHT THOMAS, CASE NO. 03-0483
Classification: Correctional Officer
California Department of Corrections

GRISELDA THOMAS, CASE NO. 03-0986
Classification: Correctional Officer
California Department of Corrections

XANG VANG, CASE NO. 03-1038
Classification: Correctional Officer
California Department of Corrections

B. MEDICAL AND PSYCHOLOGICAL SCREENING
APPEALS - NONE

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

C. EXAMINATION APPEALS - NONE
MINIMUM QUALIFICATIONS - NONE
MERIT ISSUE COMPLAINTS - NONE

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

D. RULE 212 OUT-OF-CLASS APPEALS - NONE
VOIDED APPOINTMENT APPEALS
RULE 211 APPEALS - NONE

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

(Voided Appointment)

GERRIE WEISE, CASE NO. 03-1946
Classification: Heavy Equipment
Mechanic, CF
Department of Forestry and Fire
Protection

- E. REQUEST TO FILE CHARGES CASES
PETITIONS FOR REHEARING CASES - NONE
Investigated by Appeals Division staff.
The Board will be presented
recommendations by Appeals Division staff
for final decision on each request.

(RTFC Cases)

MARY BALL-SMITH, CASE NO. 03-1818
Classification: Employment Program
Representative (EPR)
Employment Development Department

KONSTANTINOS DIMOYANNIS, CASE NO. 03-
0476
Classification: Research Analyst I
Department of Industrial Relations

ELISABETH FIGEROID, CASE NO. 03-0394
Classification: An employee of the
Department of Fish and Game

- F. PSYCHOLOGICAL SCREENING CASES - NONE
Cases reviewed by Appeals Division staff,
but no hearing was held. It is
anticipated that the Board will act on
these proposals without a hearing.

16. NON-HEARING CALENDAR

The following proposals are made to the State
Personnel Board by either the Board staff or
Department of Personnel Administration staff.
It is anticipated that the Board will act on
these proposals without a hearing.

Anyone with concerns or opposition to any of
these proposals should submit a written
notice to the Executive Officer clearly
stating the nature of the concern or opposi-
tion. Such notice should explain how the
issue in dispute is a merit employment matter
within the Board's scope of authority as set
forth in the State Civil Service Act
(Government Code Section 18500 et seq.) and
Article VII, California Constitution.
Matters within the Board's scope of authority

include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

- A. CHIEF INVESTMENT OFFICER, INVESTMENT DIRECTOR, SYSTEM ACTUARY
The California Teachers' Retirement System proposes to establish the above managerial designated civil service classes, each with a twelve month probationary period.
- B. HEAVY EQUIPMENT BODYWORKER/PAINTER SERIES
The California Department of Transportation proposes to revise the Heavy Equipment Bodyworker/Painter series specification to reflect the technical skills and knowledge needed for adequate job performance and compliance with current laws and regulations. In addition the department proposes to add a Special Personal Characteristics section that includes wording related to the candidate's ability and willingness to use respiratory equipment when painting/coating and performing other duties requiring respiratory protection, which is current standard practice.

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY
ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Personnel Resources and Innovation Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of

the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW CEA POSITIONS
CURRENTLY UNDER CONSIDERATION

ASSISTANT DIRECTOR OF ADMINISTRATION

The Department of Conservation proposes to allocate the above position to the CEA category. The Assistant Director of Administration is responsible for formulating, recommending and implementing departmental policy in the areas of budget, administrative services, accounting and human resources.

STANFORD RANCH MANAGER

The Department of Parks and Recreation proposes to allocate the above position to the CEA category. The Stanford Ranch Manager's responsibilities include development and implementation of departmental policies for the use of the Stanford Mansion by the Governor and Legislative Leadership for official receptions, meetings, conferences, and other ceremonial functions and for public tours as a historical state park.

B. EXECUTIVE OFFICER DECISIONS REGARDING
REQUESTS TO ESTABLISH NEW CEA POSITIONS

CHIEF, INVESTMENTS/PENSION FUNDS LIAISON

The State Treasurer's Office has withdrawn their request to establish the above position to the CEA category effective December 12, 2003.

DISTRICT 6, DEPUTY DISTRICT DIRECTOR,
PLANNING & LOCAL ASSISTANCE PROGRAMS

The Department of Transportation's request to establish the above position to the CEA category has been disapproved effective December 17, 2003.

ASSISTANT DEPUTY DIRECTOR, PROCUREMENT

The Department of General Services' request to establish the above position to the CEA category has been approved effective December 22, 2003.

INVESTMENTS/PUBLIC FINANCE LIAISON
OFFICER

The State Treasurer's Office's request to establish the above position to the CEA category has been approved effective December 23, 2003.

19. WRITTEN STAFF REPORT FOR BOARD INFORMATION

NONE

20. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

A D J O U R N M E N T

SUBMITTED

TEACHER STATE HOSPITAL (SEVERLY), ETC. Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002).

VOCATIONAL INSTRUCTOR (SAFETY) (VARIOUS SPECIALTIES). Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002).

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003).

4. PSC NO. 03-04

Appeal of the California Department of Education and McGeorge School of Law from the Executive Officer's April 30, 2003, disapproval of a contract for special education mediation conferences and due process hearings. (Hearing held October 7, 2003).

NOTICE OF GOVERNMENT CODE § 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE § 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code § 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

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CALIFORNIA STATE PERSONNEL BOARD

GRAY DAVIS, Governor

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov



(Cal. 1/28/04)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills in which you may have an interest. I can be reached at (916) 653-0453.


Sherry Hicks
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD CALENDAR JANUARY 28, 2004

(Cal. 1/28/04)

MEMO TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief, Merit Employment and Technical
Resources Division

SUBJECT: Non-Hearing Calendar Items for Board Action.

Staff have evaluated these items and recommend the following
action be taken:

- | | <u>PAGE</u> |
|---|-------------|
| A. CHIEF INVESTMENT OFFICER, INVESTMENT DIRECTOR,
SYSTEM ACTUARY
The California State Teachers' Retirement System
proposes to establish the above managerial
designated civil service classes each with
a 12 month probationary period. | 201 |
| B. HEAVY EQUIPMENT BODYWORKER/PAINTER SERIES
The California Department of Transportation
proposes to revise the Heavy Equipment
Bodyworker/Painter series specification to
reflect the technical skills and knowledge
needed for adequate job performance and
compliance with current laws and regulations.
In addition the department proposes to add a
Special Personal Characteristics section that
includes wording related to the candidate's
ability and willingness to use respiratory
equipment when painting/coating and
performing other duties requiring respiratory
protection, which is current standard
practice. | 221 |

TO: STATE PERSONNEL BOARD

FROM: Karen A. Lynch,
Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Josie Fernandez
Program Manager
Department of Personnel Administration

SUBJECT: The California State Teacher's Retirement System requests establishment of the following civil service classes and parenthetical class series which will correctly allocate and allow for examination and compensation of incumbents performing investment and actuarial management tasks:

Chief Investment Officer, California State Teachers' Retirement System
Investment Director, California State Teachers' Retirement System
System Actuary, California State Teachers' Retirement System

SUMMARY OF ISSUES: With the advent of the court rulings limiting CalSTRS to one exempt position, legislative relief was required and SB269 was drafted, approved, and signed by the Governor. The passing of this bill provides authority to create positions within a modified state civil service process. Such appointees are to be designated Managerial pursuant to Government Code Section 18801.1.

This proposal establishes appropriate civil service classifications for investment management and actuarial classes. Establishment of such classes will allow CalSTRS to examine and make civil service appointments for the functions cited in SB 269, correctly allocate duties presently being performed, and compensate employees within the legal parameters of the new legislation.

CONSULTED WITH:

Armando M. Hidalgo, California State Teachers' Retirement System
Jennifer Roche, State Personnel Board
Frank Marr, Department of Personnel Administration

CLASSIFICATION CONSIDERATIONS:

See Attached B Classification Considerations

State Personnel Board
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RECOMMENDATIONS:

1. That the following classifications be established:

Chief Investment Officer, California State Teachers' Retirement System
Investment Director, California State Teachers' Retirement System
System Actuary, California State Teachers' Retirement System

2. That the following proposed specifications as shown in this calendar be adopted:

Chief Investment Officer, California State Teachers' Retirement System
Investment Director, California State Teachers' Retirement System
System Actuary, California State Teachers' Retirement System

3. That a 12-month probationary period be established for the following classes:

Chief Investment Officer, California State Teachers' Retirement System
Investment Director, California State Teachers' Retirement System
System Actuary, California State Teachers' Retirement System

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject classes and the needs that this request addresses.

CalSTRS has used a variety of organizational structures for investment management and actuarial classes. Contractors were used prior to the establishment of exempt positions. These options were used because the State civil service process and requirements made it very difficult, if not impossible, to recruit qualified professionals to perform these highly technical and specialized duties. With the advent of the court rulings limiting CalSTRS to one exempt position, legislative relief was required and SB269 drafted, approved, and signed by the Governor. The passing of this bill made it possible to create positions within a modified State civil service process.

Specifically relating to actuarial services in 1999, CalSTRS discovered several errors in the information supplied by its outside consulting actuary. In addition, explanations and other information given by the outside consulting actuary were confusing, contradictory, and costly. One error underestimated the cost of benefit enhancements by over \$2 billion and may have cost CalSTRS over \$2 billion plus accumulated investment returns. Also, as the CalSTRS' programs became more complex, the number of benefits and the amount of actuarial advice greatly increased. Timely benefit enhancement costs, advice, and other consulting services were becoming increasingly difficult to obtain from a consultant who has other clients and may not be readily available to CalSTRS. CalSTRS felt that it needed someone to monitor the products and services of the outside consulting actuary, to be consistently available to give actuarial advice, and to concentrate solely on the CalSTRS programs.

2. What classification do the subject classes report to?

The Chief Investment Officer reports to the Teachers' Retirement Board and the Chief Executive Officer. The Investment Directors report to the Chief Investment Officer.

The System Actuary, CalSTRS, receives its policy direction from the TRB and the administrative direction from the Deputy Chief Executive Officer - C.E.A.

3. Will the subject classes supervise? If so, what classes?

The Chief Investment Officer is responsible for the Investment Branch. As such, the position has direct supervisory responsibility over the proposed "Director of Investment, CalSTRS" incumbents and some support personnel in Executive Assistant classes.

The proposed Director of Investment, CalSTRS, will also supervise staff in Investment specific classes that include, but are not limited to, Principle Investment Officers,

B. Classification Considerations

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Retirement Systems; Investment Officer series; and support level staff at the Executive Secretary and Office Technician levels.

The System Actuary supervises a small staff of Research Program Specialists that are responsible for providing the research and analysis for the actuarial work.

4. What are the specific duties of the subject classes?

The Chief Investment Officer is responsible for the management of the entire investment portfolio, including, but not limited to: recommending asset classes, the optimum asset allocation targets, implementing the asset allocation within risk tolerances determined by the Investment Committee; developing and evaluating all the Boards' investment policies and ensuring compliance with these policies; structuring the investment portfolio to achieve returns in excess of the Board's goals, objectives, and benchmarks, within a prudent level of risk; analyses of new investment vehicles and strategies to the Investment Committee; recommending new strategies designed to meet the System's investment objectives and provide leadership to subordinates; serving as the representative of the Investment Committee with constituent groups, external parties, and government officials; and maintaining appropriate contacts with professional peers in the investment community.

The Investment Directors are responsible for analyzing, recommending, and implementing new and innovative investment strategies; developing and recommending asset and sub-asset class policies, guidelines, and strategies; determining sub-asset class allocations and overseeing sector weightings; coordination of specific asset class input into the overall asset allocation process; tracking implementation and performance risk against policy targets across asset class; adjusting asset class allocations within policy ranges; structuring the investments so that the portfolio returns are better positioned to exceed established benchmarks, within a prudent level of risk; preparing and presenting analyses of new investment vehicles and strategies to the Investment Committee; preparing and presenting ad hoc and recurring reports to the TRB; maintaining appropriate contacts with professional peers in the investment community as a source of valuable investment information; recruiting, selecting, evaluating, and developing a well diverse investment workforce.

The System Actuary monitors the financial status of CalSTRS' programs, and advises the CEO, DCEO, and Board of its status, and alerts interested parties of any material change in the financial status of any of its programs. The System Actuary develops benefit enhancements costs for the Defined Benefit (DB) Program, Cash Balance (CB) Benefit Program, Defined Benefit Supplement (DBS) Program, and other programs as mandated by CalSTRS. The System Actuary reviews and monitors the information supplied by the outside consulting actuary, prepares RFP proposals for actuarial services, and provides

B. Classification Considerations

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timely expertise on the Federal IRC regulations and requirements for CalSTRS. The System Actuary conducts studies on various retirement and healthcare topics, makes presentations to the Board, assists with special projects, plans design issues, and is a primary contact with the outside consulting actuary. In addition, the System Actuary monitors and determines the financial status of the Purchasing Power Program.

The System Actuary manages a staff who perform research and provide information for the outside consulting actuary on the DB, CB, and DBS; administers the IRC 415 Program, develops purchase rates for permissive and nonqualified service, responds to survey and other questionnaires from outside entities, determines credited interest rates on member contributions, and computes employer contribution rates for the reduce workload and elected official programs. The staff also develops information for the Comprehensive Annual Financial Report (CAFR), and produce information for the population statistics and purchasing power reports.

5. What is the decision-making responsibility of the subject classes?

The CIO is responsible for determining the asset allocation and the tolerances implemented for the entire investment portfolio (the asset allocation targets are managed to within plus or minus 3%), determines, with input from the TRB, the annual objectives to be accomplished and hiring and terminations of external managers/advisors.

The Investment Directors are responsible for managing the System's assets within their specific investment discipline. This includes the development, implementation, and evaluation of portfolio strategy within delegations set by policy, determining staffing requirements, and hiring and terminations of external managers/advisors.

The System Actuary will decide the cost of benefit enhancements, the financial status of the purchasing power program, and the accuracy of information supplied to CalSTRS by the outside consulting actuary. The incumbent decides the various contribution, purchase and employer rates, and recommends these rates directly to the TRB for final approval.

6. What would be the consequences of error if incumbents in the subject classes did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The Chief Investment Officer makes active decision over the re-balancing of the fund's asset allocation and the overall structure and risk of the entire portfolio. The asset allocation decisions involved sums up to \$3 billion and the consequence of a poor decision could easily result in a \$600,000,000 loss. In fact a recent decision in FY '02 resulted in a ½ billion dollar gain for CalSTRS.

B. Classification Considerations

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The Investment Directors are responsible for between \$4 billion and \$60 billion at various levels of risk. The individual's securities within these portfolio range from \$500 million to \$25 million. The consequence of a poor decision ranges from a loss of earning to a complete loss of capital. Based on the portfolios managed and risk profile, the consequence of poor judgment ranges between a \$92.5 million and \$10 million loss of System assets.

In either case, the consequence is that CalSTRS is not able to meet its actuarial objectives and would therefore have to raise contribution rates for the every K-12 teacher, community college professor, and every School District in California, and potentially to the State General Fund.

The consequences of error of lack of actuarial expertise could be severe for the members of CalSTRS and their benefits. Benefits enhancements and other programs may be severely unfunded, and members may not receive the benefits that they are entitled to under the law. Greatly over funding benefits wastes resources of the State of California that may be used for other critical needs. Second, programs may be poorly designed, resulting in inefficiency in program administration and either the benefits not reaching the targeted population or in inadequate amounts. Third, CalSTRS could be out of compliance with Federal IRC statutes, which could result in the Board not meeting its Fiduciary duty under ERISA and IRC statutes.

7. What are the analytical requirements expected of incumbents in the subject classes?

Extensive knowledge of latest pension investment management methods and theories, an in-depth awareness of the fluctuating fundamental and technical factors that influence the global investment markets, security rules and regulations and public and private market environments are required for the investment management positions.

The System Actuary must be an expert in probability and statistics, retirement plan design, health care issues and financing, mortality issues, actuarial mathematics, advanced calculus, estimation techniques, legal requirements, investment issues, demographic techniques, insurance issues, and employment behavior. In addition, the incumbent will need to understand the political, economic, and social events that may have a significant effect on the financial status of CalSTRS' programs. The incumbent must analyze the various retirement trends, costs structure, and population to determine the cost of a benefit enhancement or the financial status of a program. The incumbent must be able to analyze the design of a program and determine how this affects the cost of the program. The incumbent must be able to determine the expected future behavior of a group of program members, the expected future demographic and economic landscape, and the probable future legal and political requirements and how this affects the financial status or design of a CalSTRS program.

B. Classification Considerations

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8. What are the purpose, type, and level of contacts incumbents in the subject classes make?

The Chief Investment Officer and Investment Director positions are in constant contact with other state and corporate pension funds, brokers, external managers/advisors, consultants, regulatory entities, and state control agencies, such as the State Treasurer's and State Controller's Offices. Additionally, members of the TRB contact the Investment Office for information specific to the meeting agenda or other subject, as appropriate.

The System Actuary will work with our TRB members, the CEO and DCEOs, outside consulting actuaries, employee groups, and directors of the branches at CalSTRS. The System Actuary will give advice on actuarial matters, make presentations, and help educate the TRB on these issues. The System Actuary is expected to meet or speak with representatives of employee groups as necessary.

9. For new classes only: what existing classes were considered and why were they not appropriate?

No other existing civil service classes appropriately describe the work performed, knowledge, skills and abilities required to perform the job; and no other classes were compensated to recruit and retain the level of expertise required.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate? (Include inside and outside experience patterns)

CHIEF INVESTMENT OFFICER, CalSTRS

MINIMUM QUALIFICATIONSEither I

Experience: Three years of experience in the California state service performing the duties at a level of responsibility equivalent to that of an Investment Director, CalSTRS.

Or II

Experience: Seven years of experience in planning and directing the work of staff engaged in the management or trading of a varied and complex investment portfolio for a major financial institution or firm, or government agency. and

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

B. Classification Considerations
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(Possession of an advanced degree in one of the fields included above, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience.)

INVESTMENT DIRECTOR, CalSTRS

MINIMUM QUALIFICATIONS

Either I

Experience: Five years of experience in the California state service performing the duties at a level of responsibility comparable to a Principle Investment Officer, Retirement Systems.

Or II

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of an institutional investment portfolio. Qualifying State experience must be at a level comparable to that of a Principle Investment Officer, Retirement Systems.

and

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree; or certification such as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

The Minimum Qualifications are designed to recruit the most talented investment person qualified to lead our Investment portfolio of 100 billion. The MQs will allow us to recruit nationally for these positions.

SYSTEM ACTUARY, CALSTRS

MINIMUM QUALIFICATIONS

Either I

Experience: Two years in the California state service performing actuarial duties at a level of responsibility equivalent to that of a Senior Pension Actuary. and

B. Classification Considerations

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Possession of an Associateship in the Society of Actuaries or Membership in the American Academy of Actuaries.

Or II

Experience: Five years of broad and extensive pension actuarial experience setting actuarial assumptions, processing or overseeing actuarial evaluations of defined benefit plans, and producing actuarial valuation reports in either (1) a private pension program, or (2) a consulting actuarial firm working with employee pension programs, or (3) a comparable pension actuarial position in another governmental agency. (Experience in the California state service must be at least at the level of responsibility required in the promotion pattern specified above.). and

Education: Equivalent to graduation from college with a specialization in actuarial science, mathematics, statistics, computer science, or a closely related field. and

Possession of an Associateship in the Society of Actuaries; or Membership in the American Academy of Actuaries.

The Minimum Qualifications are designed to recruit the most talented and experienced pension actuary staff, capable of performing the full range of duties. Additionally, the recruitment for this position will be on an open basis, thus we structured the minimum qualifications to ensure top level "outside" candidates can apply.

PROBATIONARY PERIOD

11. If a probationary period other than six months is proposed, what is the rationale?

Each class proposed will be designated Managerial, and accordingly be established with a 12-month probationary period.

STATUS CONSIDERATIONS

12. What is the impact on current incumbents?

Each incumbent currently performing the duties and responsibilities of the proposed Chief Investment Officer, CalSTRS, and Director of Investment, CalSTRS, classes, and System Actuary, CALSTRS, are Special Consultants appointed TAU which will expire March 31, 2004. Thus each incumbent will be required to participate in an Open civil service examination to qualify for a list appointment.

B. Classification Considerations

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13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Each incumbent will be required to participate in an Open civil service examination to earn his/her eligibility for permanent appointment into each respective class.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

David M. Caffrey, Senior Manager, Cooperative Personnel Services

CALIFORNIA STATE²¹¹ PERSONNEL BOARD

SPECIFICATION

Schematic Code: JV57
Class Code: 4693
Established:
Revised: --
Title Changed: --

CHIEF INVESTMENT OFFICER, CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM

DEFINITION

Under the policy direction of the Teacher's Retirement Board (TRB) and the administrative direction of the Chief Executive Officer, to manage the investment programs of the California State Teachers' Retirement System (CalSTRS), including implementation of investment strategies and policies and the management of investment staff; to advise the TRB on investment asset allocation and the development of new and innovative investment strategies; and to do other related work.

TYPICAL TASKS

Reviews, evaluates, and recommends investment policies and objectives on a continuous basis in conjunction with the TRB; advises the TRB on investment theories and investment styles, quantitative strategies, active strategies and characteristics, and changing conditions of domestic and international markets; makes strategic and tactical investment recommendations to the TRB; determines shifts in the asset allocation within ranges approved by the TRB; keeps current on domestic and international economic trends and investment vehicles in order to effectively foster consideration of new ideas to maximize investment returns with prudent risk; reviews and monitors asset allocation strategy; recommends strategy changes as necessary; and produces an annual strategic plan for the investment office.

Oversees CalSTRS' full spectrum of internally managed assets, ensuring solid performance, cost effectiveness, and strategic fit with the overall investment portfolio. Under the TRB's delegation retains, funds, and terminates external investment managers, as well as discreet investment decision to commit CalSTRS capital; leads and manages investment office staff, monitoring and evaluating performance directly or through subordinate supervisors, establishing work flow and setting priorities, and structure the investments so that the overall portfolio is better positioned to earn returns above established benchmarks within prudent risk levels; proposes expanding internal management capabilities as appropriate; reviews and monitors performance of external investment managers and determines the

structure of external investment management; is responsible for selecting and terminations of all external managers/advisors.. Upholds and maintains highly constructive shareholder activism; represents CalSTRS in the investment marketplace and with the legislature and media in an appropriate fiduciary manner; represents CalSTRS at investment conferences and roundtables as an active participant; works with our actuary to foster a cooperative understanding of the relationship between pension system assets and liabilities; and contributes an innovative perspective on management issues in the public and private environment.

The Chief Investment Officer is also a member of the CalSTRS' Executive Staff and is responsible for assuring the staff developing and achieving the TRB's strategic goals and objectives.

MINIMUM QUALIFICATIONS

Either I

Experience: Three years of experience in the California state service performing the duties at a level of responsibility equivalent to that of an Investment Director, CalSTRS.

Or II

Experience: Seven years of experience in planning and directing the work of staff engaged in the management or trading of a varied and complex investment portfolio for a major financial institution or firm, or government agency. and

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

(Possession of an advanced degree in one of the fields included above, or a closely related field; or certification as a Chartered Financial Analyst or other equivalent financial or accounting certification, such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Global economic principles and trends, and their impact on multifaceted investment programs; investment vehicles and markets, including equities, fixed assets, real estate, and alternative investments; principles of investment policy development, asset allocation, and portfolio construction and management; sources of information and methods for evaluating various investment alternatives; budgeting principles and practices; computer applications used in investment management operations; external investment consulting resources; and principles and practices of

supervision and management, including a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Manage a large and complex investment program, and integrate various investment classes and approaches to achieve overall investment objectives; gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the TRB and gain their confidence; provide expert, policy-level investment consultation to the TRB and develop investment options and strategies that are consistent with their investment objectives and policies; evaluate a broad variety of investment options, and reach prudent investment management decisions; adapt effectively to changing market conditions; maintain up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative investment strategies; direct and evaluate the work of external investment managers; work effectively with a broad variety of external contacts, including top level corporate, financial, and government officials; and plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SPECIAL REQUIREMENT

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalSTRS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

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SPECIFICATION

Schematic Code: LP12
Class Code: 5408
Established:
Revised: --
Title Changed: --

SYSTEM ACTUARY, CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM

DEFINITION

Under the policy direction of the Teachers' Retirement Board (TRB) and the administrative direction of the Deputy Chief Executive Officer, manages and performs the actuarial functions of the California State Teachers' Retirement System (CalSTRS); provides expert actuarial advice and consultation to the Teacher's Retirement Board (TRB) and its committees; and to do other related pension actuary work.

TYPICAL TASKS

Plans, organizes, and performs actuarial work; provides regular and special reports and analyses to the Deputy Chief Executive Officer, Chief Executive Officer, and the TRB on actuarial investigations, valuations, rate structure, health benefits, and reserve funds; proposes benefit computation and interest rate changes; establishes the liability and contribution requirements of the state, school, and contracting public agencies, and recommends the adjustment of reserves; establishes the plan of contribution for funding of liabilities; directs the compilation of revised rate schedules and actuarial tables; reviews and recommends changes in the detail of actuarial and statistical data; participates in the selection of actuarial consultants and coordinates their work; recommends changes in law and directs actuarial studies to determine the cost of proposed legislation; confers with public agencies and state officials on actuarial matters and appears before elected boards and legislative committees; and plans, organizes, and directs the work of a staff responsible for the research associated with actuarial work.

MINIMUM QUALIFICATIONS

Either I

Experience: Two years in the California state service performing actuarial duties at a level of responsibility equivalent to that of the Senior Pension Actuary.

and

Possession of an Associateship in the Society of Actuaries or Membership in the American Academy of Actuaries.

Or II

Experience: Five years of broad and extensive pension actuarial experience setting actuarial assumptions, processing or overseeing actuarial evaluations of defined benefit plans, and producing actuarial valuation reports in either (1) a private pension program, or (2) a consulting actuarial firm working with employee pension programs, or (3) a comparable pension actuarial position in another governmental agency. (Experience in the California state service must be at least at the level of responsibility required in the promotion pattern specified above.). and

Education: Equivalent to graduation from college with a specialization in actuarial science, mathematics, statistics, computer science, or a closely related field. and

Possession of an Associateship in the Society of Actuaries; or Membership in the American Academy of Actuaries.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of actuarial science, with emphasis on retirement systems; fundamentals of a sound retirement system; actuarial assumptions and methods used to determine the costs, rate structures, and reserve funds for defined benefit retirement programs; actuarial, funding, and related factors affecting health benefit programs; the statistical techniques and computer applications used in actuarial analysis for retirement and related benefit programs; budgeting principles and practices; and principles and practices of supervision and management, including the manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Make complex and extensive actuarial and statistical computations; make complex and extensive actuarial investigations and valuations, often requiring the development of complex scientific computer programs and to draw and apply correct conclusions from the results; work with and gain the confidence of the CalSTRS' TRB and present the conclusions and implications of actuarial analyses in terms that can be readily understood by nonactuaries; prepare difficult and technical actuarial and statistical reports; direct and evaluate the work of external actuarial consultants; work effectively with a broad variety of external contacts, including the legislature and public agency boards and officials; plan, organize, and direct staff; and effectively promote equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; exhibits strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalSTRS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: JV58
Class Code: 4694
Established:
Revised: --
Title Changed: --

INVESTMENT DIRECTOR, CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM

DEFINITION

Under the direction of the Chief Investment Officer, the Investment Directors are responsible for the development and implementation of a comprehensive investment strategy for their specific Investment discipline. Incumbents in this classification are responsible for the overall management of the specific investment program, including the development and implementation of investment strategies and policies.

TYPICAL TASKS

Incumbents in these classifications are accountable for: analyzing, recommending, and implementing new and innovative investment strategies; developing and recommending asset and sub-asset class policies, guidelines, and strategies; determining sub-asset class allocation and overseeing sector weightings; coordination of specific asset class input into the overall asset allocation process; tracking implementation and performance risk against policy targets across asset classes; adjusting asset class allocations within policy ranges; structuring the investments so that the portfolio returns are better positioned to exceed established benchmarks, within a prudent level of risk; under guidance from the CIO preparing and presenting analysis of new investment vehicles and strategies to the CalSTRS Teacher's Retirement Board (TRB); preparing and presenting ad hoc and recurring reports to the TRB; maintaining appropriate contacts with professional peers in the investment community as a source of valuable investment information; and recruitment, selection, evaluation, and development of a well diverse investment workforce.

Incumbents in this classification are responsible for the management and oversight of specific Investment disciplines that include, but are not limited to, alternative investments, U.S. and non-U.S. equities, corporate governance, operations, real estate, and fixed income. Incumbents perform a wide array of investment-related functions that include, but are not limited to: nontraditional privately placed equity securities (domestic and international), limited partnerships which include, but are not limited to, venture capital, leverage buyouts and mezzanine, co-investments and credit enhancement projects;

internally managed domestic equity portfolio management , managing cash equitization program; management of domestic and non-U.S. equity managers; investment operations which includes contacts with fund custodians and information technology support; corporate governance functions which includes exercising shareholder voting responsibilities consistent with established policies, working with targeted companies which CalSTRS has an equity interest to improve their management and profitability; real estate investment management which includes, but is not limited to, U.S. and non-U.S. residential, commercial, industrial, and other real properties and/or securities; and bond portfolio management which includes, but is not limited to, Credit (High Yield and Investment Grade), Treasury, Agency and Securitized assets, currency management, securities lending, and home loan program.

Incumbents in this classification are also responsible for the selection and oversight of external consultants and advisors for the investment staff, and setting their units objectives and performance standards; evaluating, selecting, and negotiating new partnerships and direct investments; conducting due diligence review for proposed investments; researching U.S. and non-U.S. economic sectors and industries ; monitoring existing investments, approving contract revisions, and recommending changes in commitment of funds based on investment performance; representing CalSTRS on advisory boards and before the investment community; developing and implementing CalSTRS' corporate governance policies and integrating the policy into the overall CalSTRS' portfolio; and performing other related work as necessary. Incumbents participate as members of the Senior Investment Team in the development and implementation of the overall CalSTRS investment strategies; also serve as members of the CalSTRS' Management Team responsible for the overall development and accomplishment of CalSTRS' Mission and strategic plan.

MINIMUM QUALIFICATIONS

Either I

Experience: Five years of experience in the California state service performing the duties at a level of responsibility comparable to a Principle Investment Officer, Retirement Systems.

Or II

Experience: Seven years of broad and extensive investment management experience for a major financial institution or firm, or governmental agency, including some experience in leading or coordinating professional staff; and review of an institutional investment portfolio. Qualifying State experience must be at a level comparable to that of a Principle Investment Officer, Retirement Systems.

and

Investment Director, California State Teachers'
Retirement System

-3-

Education: Equivalent to graduation from college with major work in business administration, economics, finance, or a closely related field.

(Possession of an advanced degree in one of the fields included above in the education requirement, or a closely related degree; or certification such as a Chartered Financial Analyst or other equivalent financial or accounting certification such as a Certified Public Accountant, may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Global economic principles and trends, and their impact on multi-faceted investment programs; investment vehicles and markets, including equities, fixed income assets, real estate, and alternative investments; principles of investment policy development, asset allocation, and portfolio construction and management; sources of information and methods for evaluating various investment alternatives; contents, interrelationships, and workings of balance sheets, income statements, and cash flow statements; computer applications used in investment management operations; external investment management and consulting resources; and principles and practices of supervision, including the responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a safe work environment that is free of discrimination and harassment.

Ability to: Plan and direct the investment program; perform management and internal administrative functions; provide expert, policy-level investment consultation to the TRB, and develop investment options and strategies that are consistent with their investment objectives and policies; and manage a large and diverse investment program; gather and analyze a broad range of economic and investment information, and synthesize it into concise and coherent conclusions and recommendations; work effectively with the TRB and gain their confidence; perform financial and investment analysis and reach sound investment conclusions; maintain an up-to-date knowledge of economic and investment trends and ideas, and use that knowledge to develop innovative investment strategies; negotiate investment agreements; adapt effectively to changing market conditions; work effectively with a broad variety of external contacts, such as external consultants and investment partners; make clear and concise oral and written presentations; and establish and maintain cooperative relations with those contacted in the course of work.

SPECIAL REQUIREMENT

Must be able to qualify for a surety bond.

SPECIAL PERSONAL CHARACTERISTICS

Act in a professional manner and demonstrate a high degree of integrity, honesty, and ethical behavior; demonstrate openness and trust; establish and build rapport by modeling values-based behaviors; exhibit strong interpersonal and mentoring skills; promote teamwork and cross-functional collaboration and communication in support of CalSTRS strategic goals; and promote a high-performance culture where diversity of employees is valued and all employees are supported, encouraged, and enabled to perform to their greatest potential.

TO: STATE PERSONNEL BOARD

FROM: Norma Alvarado
Classification Projects Analyst
Department of Transportation

REVIEWED BY: Kathy Sansone
Office Chief
Department of Transportation

SUBJECT: Proposed revision of the Heavy Equipment Bodyworker/Painter Series Specification.

SUMMARY OF ISSUES:

The knowledge and abilities necessary to perform the duties of the Heavy Equipment Bodyworker/Painter series classification have changed over time. The modern materials and methods used on today's equipment require incumbents to be familiar with a wider variety of materials; their safe and efficient use; and proper disposal of hazardous wastes.

The Department of Transportation (Department) proposes to revise the Heavy Equipment Bodyworker/Painter series specification to reflect the modern materials the incumbents must work with and the technical skills and knowledge needed for adequate job performance.

The Department is also proposing to include language that states that the incumbents should have knowledge of how and where to find information about current applicable laws and regulations related to safety, hazardous material and waste, and proper compliance procedures.

In addition, the Department proposes to add a Special Personal Characteristics section that includes wording related to the candidate's ability and willingness to use respiratory equipment when painting/coating and performing other duties requiring respiratory protection. It indicates to the candidate what is required of a prospective employee and informs the candidate of the need to wear respirators for safe job performance.

Use of respiratory equipment will help protect incumbents from exposure to hazardous chemicals and possible harmful effects such as lead poisoning. Since incumbents currently undergo an annual testing to ensure they can use respirators, this language is being added for clarification of current practices. If an incumbent were to not pass the respirator usage physical the Department would assist the individual to find another job where he/she would not need to use respiratory equipment.

STATE PERSONNEL BOARD

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CONSULTED WITH:

Paul Hodel, Highway Equipment Superintendent III, Headquarters Shop Superintendent
 Virgil Realin, Highway Equipment Superintendent I, Headquarters Shop Assistant Superintendent
 Rick Sheasby, Chief, Engineering and Production
 Alfonso Ramirez, Staff, Department of Personnel Administration
 Jennifer Roche, Staff, State Personnel Board
 Lolis Padilla, Chief, Division of Labor Relations
 Karin Richter, Labor Relations Officer, Division of Labor Relations

In accordance with the terms of the DPA/IUOE contract, the Department of Personnel Administration has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

- 1.) That the proposed revised specification for the classes of Heavy Equipment Bodyworker/Painter and Lead Heavy Equipment Bodyworker/Painter appearing in the Heavy Equipment Bodyworker/Painter series specification shown in the current calendar be adopted.

B. CLASSIFICATION CONSIDERATIONS HEAVY EQUIPMENT BODYWORKER/PAINTER SERIES

BACKGROUND:

- 1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.**

The Department of Transportation (Department), Division of Equipment is responsible for supplying and maintaining equipment utilized statewide by the various programs within the Department. It manages the design, purchase, fabrication, assembly, and disposal of the Department's equipment fleet of more than 14,000 pieces of equipment, including snow removal dump trucks and snow blowers, foundation drill rigs, highway sweepers, electric-powered cars and computerized message signs.

The Heavy Equipment Bodyworker/Painter and Lead Heavy Equipment Bodyworker/Painter classifications are used in body repairing and painting of heavy maintenance, construction or automotive equipment.

The knowledge and abilities necessary to perform the duties of the Heavy Equipment Bodyworker/Painter series classifications have changed over time. The modern materials and methods used on today's equipment require incumbents to be familiar with a wider variety of materials; their safe and efficient use; and proper disposal of hazardous wastes. Modern materials the incumbents must work with, include urethane paints, various undercoating and rust-coating methods, plastics and composites, and powder coating, in addition to the traditional materials such as steel, aluminum, enamel paints, and fiberglass fillers. Incumbents must have knowledge of safe and proper handling, care, and application of state of the art coatings, finishes, fillers, and cleaners. Also, they must have knowledge of the correct repair and adjustment of modern automotive and industrial components.

Since the establishment of the Heavy Equipment Bodyworker/Painter series classifications, there have been some changes in laws and rules related to recordkeeping requirements and medical evaluations of employees required to use respirators. Incumbents are required to keep logs and records on material and equipment usage to comply with the California Occupational Safety and Health Administration (Cal OSHA) as well as air and water quality regulations and they also keep records for maintenance of the respirators that they use.

The Department is proposing to update and revise the Heavy Equipment Bodyworker/Painter series specification to reflect the modern materials the employees must work with. Also to include language that states that the incumbents should have knowledge of how and where to find information about current applicable laws and regulations related to safety, hazardous material and waste, and proper compliance procedures.

In addition, the Department proposes to add a Special Personal Characteristics section that includes wording related to the candidate's ability and willingness to use respiratory equipment when painting/coating and performing other duties requiring respiratory protection. It indicates to the candidate what is required of a prospective employee and informs the candidate of the need to wear respirators for safe job performance.

Use of respiratory equipment will help protect incumbents from exposure to hazardous chemicals and possible harmful effects such as lead poisoning. Since incumbents currently undergo an annual testing to ensure they can use respirators, this language is being added for clarification of current practices. If an incumbent were to not pass the respirator usage physical the Department would assist the individual to find another job where he/she would not need to use respiratory equipment.

CLASSIFICATION CONSIDERATIONS:

2. What classification(s) does the subject class(es) report to?

Caltrans Highway Mechanic Supervisor
Highway Equipment Superintendent I and III

3. Will the subject class(es) supervise? If so, what class(es)?

The subject classes will not supervise.

4. What are the specific duties of the subject class(es)?

The Heavy Equipment Bodyworker/Painter is the entry and journey level in the Heavy Equipment Bodyworker/Painter series. Entry is typically from outside State service. Incumbents straighten or repair bent or broken fenders, damaged bodies, truck cabs and hoods; build up dents in bodies or fenders with fiberglass/plastic fillers; cut and weld heavy steel and sheet metal as required in the repair process; remove and replace mechanical components required in conjunction with bodywork; check alignment, straighten and align truck and automobile frame members and supports; replace broken glass; polish windshields and glass; apply vehicle undercoating; prepare repaired portions for painting; mix paints and lacquers; remove finish from bodies; mask and paint all equipment with spray painting equipment or hand brushes; polish finished coats; and do other related work.

Under direction, the Lead Heavy Equipment Bodyworker/Painter incumbents work with and have charge of the work of a crew of Heavy Equipment Bodyworker/Painters in body repairing and painting heavy maintenance, construction or automotive equipment; and do other related work. The class of Lead Heavy Equipment Bodyworker/Painter is distinguished from that of Heavy

Equipment Bodyworker/Painter in that the lead position has the additional responsibility for estimating the cost and laying out of the job and ordering materials and supplies. In addition, the incumbent has charge of the work of one or more assistants, as required for the job.

5. What is the decision-making responsibility of the subject class(es)?

The knowledge and ability necessary to perform the duties of the Heavy Equipment Bodyworker/Painter and Lead Heavy Equipment Bodyworker/Painter classifications have changed over time. The use of modern materials and methods on today's equipment require incumbents to be familiar with a wider variety of materials. Incumbents must make appropriate decisions related to how and when the materials are used, how to safely and efficiently work with them, and how to properly dispose of hazardous wastes.

Incumbents in the Heavy Equipment Bodyworker/Painter series classifications make decisions that affect their own safety and the safety of other workers and ensure quality control. All employees are trained to handle hazardous materials and wastes.

The Lead Heavy Equipment Bodyworker/painter has the additional responsibility of being in charge of the work of a crew of Heavy Equipment Bodyworker/Painters and for estimating the cost, laying out the job, and ordering materials and supplies.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

If the incumbents in the Heavy Equipment Bodyworker/Painter series classifications did not perform their job safely, there could be Cal OSHA violations, and air and water quality fines imposed on the department. Also, the state could lose money in production (labor cost) as well as materials. Failure of incumbents to make appropriate decisions could result in harm to co-workers, the public, and the environment.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents must analyze the extent of the damage, the type and amount of materials needed to repair the damage, the method of repair, and the cost and time it will take to complete the job while at the same time keeping in mind safety considerations.

8. **What are the purpose, type, and level of contacts incumbents in the subject class(es) make?**

The Heavy Equipment Bodyworker/Painter incumbents work with their co-workers and the Lead Heavy Equipment Body Worker/Painter who ensures that all of the work gets done.

The Lead Heavy Equipment Body Worker/Painter works with and has charge of the work of a crew of Heavy Equipment Bodyworker/Painters. The lead also deals directly with commercial vendors and suppliers and assists the shop supervisor in the completion of reports and summaries.

NEED FOR NEW CLASS:

9. **For new classes only: what existing classes were considered and why were they not appropriate?**

Not applicable.

MINIMUM QUALIFICATIONS:

10. **What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns).**

The Department is requesting no change to the minimum qualifications.

The Department is requesting to add a Special Personal Characteristics section that includes wording related to the candidate's ability and willingness to use respiratory equipment when painting/coating and performing other duties requiring respiratory protection.

PROBATIONARY PERIOD:

11. **If a probationary period other than six months is proposed, what is the rationale?**

The Department is requesting no change to the probationary period.

STATUS CONSIDERATIONS (see additional information in Part D)

12. **What is the impact on current incumbents?**

There will be no impact to any of the current incumbents in the Heavy Equipment Bodyworker/Painter series classifications.

13. **Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.**

There will be no impact to any of the current incumbents in the Heavy Equipment Bodyworker/Painter series classifications.

CONSULTED WITH:

- 14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.**

Kris Teague, Chief, Engineering and Production

Mike Buzdas, Highway Equipment Superintendent I, Division of Equipment – Safety

Tony Marshall, Highway Mechanic Supervisor, Headquarters Paint/Finals Supervisor

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CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

HEAVY EQUIPMENT BODYWORKER/PAINTER
Series Specification
(Established March 19, 1980)

SCOPE

This series specification describes classes used in body repairing and painting of heavy maintenance, construction, or automotive equipment.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
QJ74	6812	Heavy Equipment Bodyworker/Painter
QJ73	6813	Lead Heavy Equipment Bodyworker/Painter

DEFINITION OF LEVELS

HEAVY EQUIPMENT BODYWORKER/PAINTER

This is the entry and journey level in the Heavy Equipment Bodyworker/Painter series. Entry is typically from outside State service. Incumbents straighten or repair bent or broken fenders, damaged bodies, truck cabs, and hoods; build up dents in bodies or fenders with fiberglass/plastic fillers; repair plastic and composite materials; cut and weld heavy steel and sheet metal as required in repair process; remove and replace mechanical components required in conjunction with bodywork; check alignment, straighten and align truck and automobile frame members and supports; replace broken glass; polish windshields and glass; apply vehicle undercoating; prepare repaired portions for painting; mix paints ~~and lacquers~~; remove finish from bodies; mask and paint all equipment with spray painting equipment or hand brushes; polish finished coats; properly handle hazardous materials and wastes; keep records and logs on material and equipment usage; and do other related work.

LEAD HEAVY EQUIPMENT BODYWORKER/PAINTER

Under direction, incumbents work with and have charge of the work of a crew of Heavy Equipment Bodyworkers/Painters. ~~Under direction, incumbents work with and are in charge of the work of a crew of Heavy Equipment Bodyworkers/Painters~~ in body repairing and painting heavy maintenance, construction, or automotive equipment; and do other related work. The class of Lead Heavy Equipment Bodyworker/Painter is distinguished from that of Heavy Equipment Bodyworker/Painter in that the lead position has the additional responsibility for estimating the cost of, and for laying out the job and ordering materials and supplies. The incumbent communicates directly with commercial vendors

and suppliers; secures commercial repairs as directed by supervisor; compiles records and logs; and assists the shop supervisor in the completion of reports and summaries. In addition, the incumbent has charge of the work of one or more assistants, as required for the job.

MINIMUM QUALIFICATIONS

HEAVY EQUIPMENT BODYWORKER/PAINTER

Possession of ~~any a valid California driver's~~ driver license of the appropriate class issued by the Department of Motor Vehicles.

Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

and

Either I

Completion of a recognized apprenticeship for Heavy Equipment Bodyworker/Painter. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

Or II

Experience: Four years of experience as a painter and bodyworker of automotive, heavy maintenance, construction, or other equipment. and

Education: Completion of 576 hours of formalized technical instruction relating to heavy equipment bodywork/painting offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and Joint Training Partnership Act (JTPA). (An Associate of Arts Degree or Certificate of Completion in Automotive Mechanics from a California Community College, which must have included at least 12 semester units of instruction in body repairing and painting of heavy maintenance, construction, or automotive equipment may be substituted for the 576 hours of technical instruction.) Students who are within six months of completing their degree will be admitted to the examination, but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for the required education.)

LEAD HEAVY EQUIPMENT BODYWORKER/PAINTER

Possession of ~~any a valid California driver's~~ driver license of the appropriate class issued by the Department of Motor Vehicles.

Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

and

Either I

Experience: One year of experience performing the duties of a Heavy Equipment Bodyworker/Painter in the California state service.

Or II

Experience: Five years of experience as a painter and bodyworker of automotive, heavy maintenance, construction, or other equipment. and

Education: Completion of 576 hours of formalized technical instruction relating to heavy equipment bodywork/painting offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and Joint Training Partnership Act (JTPA). (An Associate of Arts Degree or Certificate of Completion in Automotive Mechanics from a California Community College, which must have included at least 12 semester units of instruction in body repairing and painting of heavy maintenance, construction, or automotive equipment may be substituted for the 576 hours of technical instruction.) Students who are within six months of completing their degree will be admitted to the examination, but they must present evidence of completion prior to appointment. (Two additional qualifying years of experience may be substituted for the required education.)

KNOWLEDGE AND ABILITIESHEAVY EQUIPMENT BODYWORKER/PAINTER

Knowledge of: Materials, methods, and equipment used in making repairs to damaged heavy equipment, truck bodies and frames, and automobiles; methods, equipment, and material used in arc and oxyacetylene welding; methods and materials used in mixing, and thinning, lacquers and enamels and other painting materials and applying enamels, urethanes, and other coating materials; methods and materials used to do powder coating; methods, materials, and equipment used to repair plastics and composites; proper repairing of crumple zone impacts; methods and materials used in glazing; methods, materials, and equipment used in preparing equipment for refinishing; proper use and care of respiratory protective equipment; proper use, maintenance, repair, and adjustment of tools and equipment; and how and where to find information about current applicable laws and regulations related to safety, hazardous materials and waste, and proper compliance procedures.

Ability to: Read, interpret, and work from plans, drawings, and specifications; make satisfactory welds; straighten and align truck and automobile bodies and frames; match colors; skillfully apply paints to metal surfaces by spray or hand brush; install windshields and glass; keep simple records, and logs; follow oral or written directions; read and write communicate effectively at a level appropriate to the classification.

LEAD HEAVY EQUIPMENT BODYWORKER/PAINTER

Knowledge of: Estimating, laying out, and ordering materials and equipment used in making repairs to damaged heavy equipment, truck bodies and frames, and automobiles; methods, equipment, and material used in arc and oxyacetylene welding; methods and materials used in mixing, and thinning, ~~lacquers and enamels and other painting materials~~ and applying enamels, urethanes, and other coating materials; methods and materials used to do powder coating; methods, materials, and equipment used to repair plastics and composites; proper repairing of crumple zone impacts; methods and materials used in glazing; methods, materials, and equipment used in preparing equipment for refinishing; proper use and care of respiratory protective equipment; proper use, maintenance, repair, and adjustment of tools and equipment; State purchasing processes; commercial repair procedures; how and where to find information about current applicable laws and regulations related to safety, hazardous materials and waste, and proper compliance procedures; and principles of effective supervision.

Ability to: Estimate cost of jobs and order materials and stock needed; plan and lay out the work; direct and train others in the work; prepare records; analyze situations and adopt an effective course of action; make satisfactory welds; straighten and align truck and automobile bodies and frames; match colors; skillfully apply paints to metal surfaces by spray or hand brush; install windshields and glass; keep simple records, and logs; follow ~~oral or written~~ directions; communicate with fellow workers as well as vendors and suppliers at a level appropriate to the classification; read and write and communicate effectively at a level appropriate to the classification.

SPECIAL PERSONAL CHARACTERISTICSALL LEVELS:

Ability and willingness to use respiratory equipment when painting/coating and performing other duties which require respiratory protection for protection of any possible exposure to hazardous chemicals.

ADDITIONAL DESIRABLE QUALIFICATIONALL LEVELS:

Completion of a recognized high school, trade school, or vocational course of automotive painting, refinishing, and/or body repairing.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Heavy Equipment Bodyworker/Painter	3/19/80	6/28/88	--
Lead Heavy Equipment Bodyworker/Painter	3/19/80	6/28/88	--